**Course Creation, Edits, Inactivation, and Reactivation**

**Process Document**

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| **Name of Process:** | Course Creation, Edits, Inactivation, and Reactivation |
| **Process Owner:** | Curriculum Committee |
| **Created By:** | Dru Urbassik | **Last Updated By:** | Dru Urbassik |
| **Date Created:** | 08/08/16 | **Last Revision Date:** | 08/08/16 |
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| **Process Purpose:** | The purpose of the Course Creation, Edits, Inactivation, and Reactivation Process is to formally outline the steps that are needed to create a new course, edit an existing course, inactivate a course, or reactivate a course. |
| **Process Input:** | The process input for the Course Creation, Edits, Inactivation, and Reactivation Process is the department’s determination that a new course is needed or an existing course needs to be updated. Once this need is identified, the Course Creation, Edits, Inactivation, and Reactivation Process will be initiated. |
| **Process Boundaries:** | The process boundaries for the Course Creation, Edits, Inactivation, and Reactivation Process are defined by the process input and immediately preceding the process output. Therefore the starting boundary is the department’s decision that a new course, a course edit, or inactivation of a course is needed. The process’s ending boundary is defined by the creation, edit, inactivation, or reactivation of a course. |
| **Process Flow:** | ***Course Creation***1. The department identifies a need for a new course
2. The department assess the need and impact of proposed new courses and course edits prior to Department Chair and Division Dean approval
3. The department discusses the new course with the Division Dean. The Division Dean will provide written approval to the Curriculum Office before the new course is entered into the Online Course/Outline Submission System
4. The course content is then entered into the Online Course/Outline Submission System by the department and is submitted to the Curriculum Office
5. The outline is reviewed by a Curriculum Committee Outline Review Team
6. Once approved by the review team the course will be placed onto the next Curriculum Committee agenda for approval
7. The owner of the course will need to be present at the next Curriculum Committee meeting in order to introduce the course and answer any questions posed by the committee
8. Once approved by the committee the course will be entered into Colleague and submitted to the Office of Community Colleges and Workforce Development (CCWD) for approval by the Curriculum Office

***Course Edits***1. The department identifies that a course needs an edit and the impact of the course edit is discussed with the Division Dean.
	1. Edits include, but are not limited to, course number changes, title changes, credit hour changes, contact hour changes, or requisite updates.
2. The course content is updated in the Online Course/Outline Submission System and submitted to the Curriculum Office by the department
3. The Curriculum Office reviews the outline and forwards it to a Curriculum Committee review team
4. The outline is reviewed by a Curriculum Committee Outline Review Team
5. Once approved by the review team the course will be placed onto the next Curriculum Committee consent agenda for approval
6. Once approved by the committee the course will be updated in Colleague and with CCWD by the Curriculum Office

***Course Inactivation***1. A course will be inactivated if it has not been offered at least once during a three year period
2. A department may make the decision to inactive a course before the three year period has passed. These decisions need to be discussed with the Division Dean
3. If a department makes the decision to inactive a course, for a reason other than the course not being offered within a three year time period, they must submit written notification to the Curriculum Office. An email will suffice for this documentation and should include the course number, course title, date of inactivation, and reason for inactivation.
4. The course inactivation will be placed on the next Curriculum Committee agenda, following when the notice was received
5. A member of the department that owns the course should be present at the Curriculum Committee meeting in order to answer any questions posed by the committee regarding the inactivation request
6. Once the course inactivation has been approved by the Curriculum Committee the course will be moved to inactive status in Colleague and updated with CCWD via WebForms by the Curriculum Office

***Course Reactivation***1. The department makes the decision that a currently inactivated course should be offered and needs to be reactivated
2. The department discusses course reactivation with the Division Dean. If approved the department updates the course outline through the Online Course/Outline Submission System and submits the updated outline to the Curriculum Office
3. The outline is reviewed by a Curriculum Committee Review Team
4. Once approved by the review team the course will be placed onto the next Curriculum Committee agenda for approval
5. The owner of the course will need to be present at the next Curriculum Committee meeting in order to explain why the course should be reactivated and to answer any questions posed by the committee
6. Once approved by the Curriculum Committee the course will be reactivated with CCWD and the course record will be updated in Colleague by the Curriculum Office
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| **Process Output:** | The output for this process is a course outline for a new or updated course. |
| **Exceptions to Normal Process Flow:** | 1. Curriculum Committee does not meet during the summer quarter. All outlines submitted during the summer will be addressed once Curriculum Committee reconvenes during fall term.
2. Any outlines that are not reviewed by the Curriculum Committee by the end of the academic year will be reviewed during the following academic year.
3. New courses that go to committee but do not have department representation may be denied if questions and concerns cannot be answered and addressed during the Curriculum Committee meeting. This can result in a denial or a delay of approval.
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| **Time Constraints and Processing** | 1. Course creation and edits that are received and reviewed by the Curriculum Committee Review team by Thursday of the week prior to a Curriculum Committee meeting will be reviewed during the next meeting. Any new courses or course edits that are approved by the review team during a week that the Curriculum Committee meets will be reviewed not at the next meeting, but the following meeting. This is to insure that the full committee has ample time to review the course information.
2. The Curriculum Office will update the Student Information System and submit new courses and course edits to CCWD within one week of Curriculum Committee approval.
3. CCWD approval can take up to 4-6 weeks or more
4. Course creation, edits, inactivation, and reactivations can take up to 12 weeks or longer to complete
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